



DEPARTMENT OF THE ARMY
HEADQUARTERS BRIGADE
UNITED STATES ARMY NORTH ATLANTIC TREATY ORGANIZATION
Unit 21420
APO AE 09705-1420

REPLY TO
ATTENTION OF

ACSH-C

1 August 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army NATO Brigade (USANATO) Policy Letter #9, Sponsorship Program

1. Purpose: To establish policies and procedures for the United States Army North Atlantic Treaty Organization (USANATO) Sponsorship Program.
2. Reference: AR 600-8-8, dated 04 Apr 06.
3. The Army Sponsorship Program is an essential part of helping Soldiers and their families adjust to new work and community environments. Effective sponsorship is also an important part of a Soldier's first impression of his or her unit.
4. Every Soldier in the ranks of Private through Colonel completing a PCS move will be offered the opportunity to participate in the advance arrival sponsorship program. When assignments are changed, sponsorship will be transferred and coordinated immediately with the gaining command or activity.
5. USANATO has developed a sponsorship program that dramatically improves how we welcome new Soldiers into theater. The USANATO relies on <http://www.usanato.army.mil/SHAPE/BNINDEX.htm> to provide incoming troops with current information on their new assignment. In addition, all Soldiers must take the online Sponsor Training Site (STS) at <http://www.1perscom.army.mil/S-Gate/S-Gate%20Web%20Page/Default.htm> and register with the Sponsorship Gateway to Europe.
6. To ensure success of this program, company and battalion commanders will:
 - a. Maximize the usage of the STS to assign Soldiers to the lowest level and designate STS-trained sponsors for each inbound Soldier.
 - b. Appoint a Sponsorship Program Manager to coordinate and monitor sponsorship in his/her unit.
 - c. Ensure Sponsorship Program Manager and the maximum number of assigned Soldiers complete the STS.

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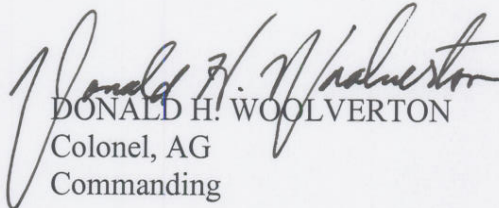
d. Ensure sponsors and sponsored Soldiers have adequate time away from assigned duties to perform sponsorship duties and complete inprocessing as appropriate.

e. Provide sponsors and unit Sponsorship Program Managers with adequate resources to accomplish sponsorship duties.

f. Ensure families are integrated into the unit and community through the use of family readiness groups and other community resources.

7. Sponsor should be of the same marital status and equal or higher rank. He/she must be familiar with the work section, unit, and community. Sponsor will have at least 90 days remaining on his/her tour after arrival of the sponsored Soldier, and should not be the person the incoming Soldier is scheduled to replace.

8. Point of contact is the G1, at DSN 423-8291 or commercial 065-44-8291.


DONALD H. WOOLVERTON
Colonel, AG
Commanding

Distribution:
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